

## CE OFFERING APPROVAL APPLICATION

RE 315 (Rev. 8/14)

CalBRE USE ONLY

CalBRE RECEIVED DATE

CalBRE USE ONLY

### GENERAL INFORMATION

- This form is for original course submittals only.
- Read RE 300 and RE 312 before completing and submitting this application.
- Type or print clearly in ink.
- Complete all information requested.
- Use CE Offering Renewal Application (RE 314) for renewals unless a material change is being proposed to a course with current status.
- *Item #1* – Enter the exact name of the course provider which will be used on all advertisements/promotions and course material.

### ENTITY

1. NAME OF COURSE SPONSOR/SCHOOL

2. ADDRESS

BUSINESS TELEPHONE  
(     )

CITY

STATE

ZIP CODE

3. WEB ADDRESS

PUBLIC EMAIL ADDRESS OF SPONSOR/SCHOOL

4. NAME LISTED IN #1 IS A/AN:

☐

INDIVIDUAL

☐

CORPORATION

☐

PARTNERSHIP

☐

COMPANY

☐

FICTITIOUS BUSINESS NAME

☐

ACCREDITED COLLEGE OR UNIVERSITY

5. SECONDARY CONTACT AUTHORIZATION — LIST THE NAME OF ANY INDIVIDUAL (OTHER THAN THE APPLICANT) WHO IS AUTHORIZED TO ACT ON BEHALF OF YOU OR YOUR ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR CONTINUING EDUCATION OFFERING(S). NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN SIGNATURE AND PHONE NUMBER OF EACH PERSON LISTED.

*Printed Name*

*Signature*

*Telephone Number*

*Email Address*

(     )

(     )

(     )

6A. HAVE YOU OR THIS PROVIDER EVER HAD A CONTINUING EDUCATION OFFERING APPROVED BY THE BUREAU?

☐

YES

☐

NO

IF YES, COMPLETE 6B AND 6C.

6B. COURSE TITLE (LAST APPROVED COURSE)

6C. CERTIFICATE NUMBER (LAST APPROVED OFFERING)

### SUMMARY OF OFFERING

7. COURSE TITLE (COURSE COMPLETION CERTIFICATES AND ADVERTISING/PROMOTIONAL MATERIALS MUST INCLUDE EXACT TITLE AS SHOWN HERE.)

8. IS THIS COURSE OFFERED IN CONJUNCTION WITH ANY OTHER CalBRE-APPROVED COURSE PROVIDERS?

☐

YES

☐

NO

IF YES, LIST HERE:

9A. IS APPLICATION FOR A ONE-TIME OFFERING? (REFER TO RE 300 FOR FURTHER INFORMATION.)

☐

YES

☐

NO

IF YES, COMPLETE 9B.

9B. DATE OF OFFERING

10. TYPE OF OFFERING FOR WHICH YOU ARE SUBMITTING THIS APPLICATION (CHECK ONE)

☐

ETHICS

☐

FAIR HOUSING

☐

CONSUMER SERVICE

☐

AGENCY

☐

RISK MANAGEMENT

☐

EIGHT-HOUR SURVEY COURSE

☐

TRUST FUND HANDLING

☐

CONSUMER PROTECTION

### CalBRE USE ONLY

OFFERING TYPE

☐E ☐A ☐TF ☐FH ☐RM

☐CP ☐CS ☐S-8

COURSE #

PRESENTATION METHOD

HOURS

## SUMMARY OF OFFERING (Continued)

## 11. METHOD OF PRESENTATION (CHECK ONE)

- ☐ LIVE/CLASSROOM
 ☐ INTERNET  
☐ CORRESPONDENCE AND INTERNET  
☐ CORRESPONDENCE  
☐ CONFERENCE/SYMPOSIUM

## IF INTERNET CHECK APPROPRIATE BOX

- ☐ ENTIRE COURSE  
☐ ENTIRE COURSE & FINAL EXAM  
☐ FINAL EXAM ONLY

IF INTERNET, ENTER THE NAME OF THE ONLINE COURSE PROVIDER AND WEB SITE ADDRESS

COMPANY NAME

WEB SITE ADDRESS

12. Number of credit hours requested? (*Note*: One hour minimum. Must be whole hours.).....
13. a. For live offerings, what is the minimum attendance requirement for each student (i.e., 90% )?.....  
 b. Will attendance be monitored through the use of a Sign In/Sign Out Sheet?..... ☐ Yes ☐ No
14. a. How many questions are on the final exam?.....  
 b. Will exam be administered by open book or closed book?..... ☐ Open ☐ Closed  
 c. What is your minimum passing score (70% is regulation minimum)?.....
15. a. Will the offering be presented in the English language?..... ☐ Yes ☐ No  
 b. Will the offering be presented in any other language?..... ☐ Yes ☐ No  
 c. If YES, please state the languages?.....
16. a. Have you ever had a course approval, diploma, certificate, credential, or real estate license denied, revoked, restricted, or suspended?..... ☐ Yes ☐ No  
 b. If YES, please explain.
17. Explain your policy and procedure for providing the general information page to students *prior* to actual registration/enrollment.
18. a. Will any marketing activities be conducted inside or outside of the instruction room before, during, or after the continuing education offering?..... ☐ Yes ☐ No  
*A sponsor or course instructor is prohibited from marketing, selling, or displaying any product or service during the course offering.*  
 b. If YES, please explain.

	<b>SPONSOR CERTIFICATION</b>	
--	------------------------------	--

I consent to inspection or monitoring by authorized representatives of the Bureau of Real Estate (CalBRE) as outlined below.

<b>Inspection/Monitoring Procedures</b>
---

The CalBRE has instituted the following procedures to assist in evaluating the continuing education program:

1. **Direct Mail Evaluation:** Selected sponsors may be asked to provide lists of individuals who completed a recent offering(s). The Education section may send evaluation questionnaires concerning the quality and perception of the offering.
2. **Drop-In Monitoring:** Authorized course monitors may attend offerings on a drop-in basis. That is, they will not register and no fees or reimbursements will be involved.
3. **Information Reports:** Providers may be asked to submit course completion (i.e. completion certificates, attendance forms, exam grades, final exams, proof of payment, etc.) information for verification purposes.
4. **Investigative and/or Conformance Monitoring:** Authorized participants, may on occasion, attend offerings as a regular attendee or enroll in correspondence courses for the purpose of determining if the offerings are being presented under statute, regulation and requirements as approved.

If requested, course providers will be required to complete an annual report on offerings conducted.

The undersigned sponsor acknowledges receipt and understanding of the procedures outlined above which relate to all continuing education offerings approved under this application.

I agree to submit any material changes to this course application and material at least 90 days prior to proposed use. Approval by CalBRE is required prior to the presentation of this offering and the nature of any material changes may require a new application and fee upon review. I agree to retain complete records for at least five years from the date of each offering for all participants who enroll in this course.

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application and attached information sheets, and that all statements are true and correct.

SIGNATURE OF PRIMARY CONTACT ➤		DATE
PRINTED NAME OF PRIMARY CONTACT	TITLE OF PRIMARY CONTACT	
SIGNATURE OF OWNER	PRINTED NAME OF OWNER	
OWNER'S EMAIL ADDRESS	PRIMARY CONTACT'S EMAIL ADDRESS	

**Privacy Notice**

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.

Bureau of Real Estate  
 1651 Exposition Blvd  
 P.O. Box 137009  
 Sacramento, CA 95813-7009  
 Manager  
 Education Section  
 Telephone: (916) 263-8703

General powers of the Commissioner, Article 2.5 of Chapter 3 (commencing with Section 10170) and Article 25 of Chapter 6 (commencing with Section 3006) Title 10 California Administrative Code (Regulation of the Real Estate Commissioner) authorizes the maintenance of this information.